

**CENTRAL WAREHOUSE
BUDGET 8915
Internal Service Fund**

	Actual 2001-02	Adopted 2002-03	Recommended 2003-04	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 316,274	\$ 340,250	\$ 317,566	\$ (22,684)	-7%
Services & Supplies	18,451,064	18,551,581	8,040,405	(10,511,176)	-57%
Other Charges	91,888	30,761	30,761	0	0%
Fixed Assets	14,839	0	0	0	0%
Total Appropriations	\$ 18,874,065	\$ 18,922,592	\$ 8,388,732	\$ (10,533,860)	-56%
<u>Revenues</u>					
Charges for Services	\$ 17,467,378	\$ 18,729,390	\$ 8,268,949	\$ (10,460,441)	-56%
Use of Money & Property	123,173	100,000	40,200	(59,800)	-60%
Misc. Revenues	90,139	93,202	79,583	(13,619)	-15%
Total Revenues	\$ 17,680,690	\$ 18,922,592	\$ 8,388,732	\$ (10,533,860)	-56%
<u>Net Income / (Loss)</u>	\$ (1,193,375)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2001-02	Current 2002-03	Recommended 2003-04	Increase/ Decrease	
Position Summary	7	7	7	0	

FUNCTION

The Central Warehouse is a branch of the County Clerk/Registrar of Voters Department and provides centralized storage space to permit the purchase of large quantities of materials at substantial discounts. The County benefits from the centralized storage, discounted purchases, and other storage savings associated with centralized purchasing and distribution of commonly used goods and supplies.

OVERVIEW

The 2003-04 Recommended Budget of \$8,388,732 reflects a 56% (\$10,533,860) decrease in appropriations and revenues from the 2002-03 Adopted Budget primarily due to the transfer of the utilities billing function to the General Services Division of the County Administrative Office and a reduction in countywide purchases. Staffing is recommended at the prior year level of seven positions.

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DEPARTMENT COMMENTS

The Central Warehouse centralizes billings for the purchase of office supplies, furniture, janitorial supplies, and typewriter and copier maintenance. Invoices for these various processes are consolidated, thereby reducing the number of payments issued to vendors. Recent modifications within the Warehouse have made it possible to house the County Clerk's election equipment and Record's Management Program within this facility. In addition, the County Clerk staff that support these functions are now located at the Central Warehouse.

SUMMARY OF CAO RECOMMENDATIONS

Salaries and Benefits

- Salaries and Benefits, recommended at \$317,566, represent a 7% (\$22,684) decrease from the prior year due primarily to two positions being filled at the entry level and from one position eliminated midyear 2002-03.

Recommended funding includes:

- A decrease of \$32,983 in Regular Salaries due to two positions being filled at the entry level and the deletion of one position in the prior year.
- An increase in the Retirement rate of \$9,969 based on actuarial studies.
- An increase of \$3,851 in Health Insurance Contributions based on higher rates and dependent care coverage.
- Negotiated benefit adjustments and normal step advances.
- Staffing is recommended at the prior year level of seven positions.

Services and Supplies

- Services and Supplies, recommended at \$8,040,405, represent a 57% (\$10,511,176) decrease from the prior year due primarily to lower projected inventory sales and the transfer of the utilities billing function to the General Services Division.

Recommended funding includes:

- An increase of \$4,211 in Telephone Charges over the prior year based on projected telecommunication requirements for 2003-04.
- A decrease of \$1,200 in Office Expense based on 2002-03 expenditures.
- A \$1,694,000 decrease in Inventory Purchases resulting from one-time furniture purchases made in the prior year.
- A \$24,720 decrease in Data Processing Charges based on projected information technology requirements for 2003-04.
- An increase of \$10,003 in Transportation and Travel - County Garage based on actual usage in the prior year.
- A \$20,935 decrease in Accounting Services based on projected service requirements for 2003-04.
- A reduction in the Countywide Cost Allocation of \$190,850 based on calculations prepared by the Auditor-Controller/Treasurer-Tax Collector's office.

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Other Charges

- Other Charges of \$30,761 for furniture, equipment, and structure depreciation are recommended at the prior year level.

SUMMARY OF REVENUES

- Revenues are recommended at \$8,388,732, a 56% (\$10,533,860) decrease from the prior year. The Central Warehouse recovers its costs through a surcharge to County departments and other governmental agencies making purchases.
- Charges for Services (\$8,268,949). Represents a 56% (\$10,460,441) decrease from the prior year due to the transfer of the utilities billing function to the General Services Division.
- Use of Money and Property (\$40,200). Estimated at a 60% (\$59,800) decrease based on projected revenues from storage charges for 2003-04 and interest earnings.
- Miscellaneous Revenues (\$79,583). Reflects a 15% (\$13,619) decrease primarily related to the elimination of Extra-Help funding financed through the Human Services System Administration budget (5600) in the prior year.

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2216	Warehouse Manager	G	1	1	\$ 58,505
3432	Supervising Stock Clerk	1138	1	1	36,261
3440	Stock Clerk II	828	3	3	74,457
3080	Office Assistant III	915	1	1	27,326
3110	Office Assistant II	822	<u>1</u>	<u>1</u>	<u>22,774</u>
TOTAL REGULAR SALARIES			7	7	\$ 219,323